How to enter or adjust leave of absence on timesheet on behalf of an exempt temporary employee:
This job aid outlines how a TL/ABS Approver can enter or adjust leave of absence on a timesheet on behalf of an exempt temporary employee. TL/ABS Approvers have access to enter and/or adjust timesheets on behalf of employees in their assigned department/college/division/campus.

**Navigation:** Employee Self Service > My Workplace > Time and Absence Workcenter

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<td><strong>Step 1:</strong> On the Employee Self Service landing page, click the <strong>Choose Other Homepages</strong> drop down arrow and select <strong>My Workplace</strong> from the list.</td>
<td><img src="image1" alt="Screenshot 1" /></td>
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<td><strong>Step 2:</strong> Click the <strong>Time and Absence Workcenter</strong> tile.</td>
<td><img src="image2" alt="Screenshot 2" /></td>
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**Time and Absence Workcenter**

provides a central area to access the most used time and absence related activities. It enables TL/ABS approvers to access various pages and keep multiple windows open while doing their daily work.

The activities provided within the Time and Absence Workcenter include Approving, Reporting, viewing time and absence related transactions, queries, and reports.

**Step 3:** Click the **Approve Time and Absence** drop-down arrow.

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**My Work**

- Exceptions
- Approvals
  - **Reported Time**

**Links**

- Approve Time and Absence
- Manage Time and Absence

**Queries**

- Time and Labor
- Absence Management

**Reports/Processes**

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<tr>
<td><strong>Reported Time</strong></td>
<td>Quantity for Approval 12.00 Hours</td>
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<tr>
<td>05/13/2021 – 05/14/2021</td>
<td></td>
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| **Reported Time** | Quantity for Approval 3.00 Hours |
| 06/01/2021 – 06/01/2021 |  |
Step 4: Click the Approve Reported Time option from the list.

Step 5: To edit leave of absence reported hours/days for a specific employee, begin by clicking the Employee ID field and enter the employee’s USCID.
Step 6: To view all timesheets before the current date, click the View By drop-down arrow and select All Time Before from the list.
Step 7: Click the Employee’s Last Name link to view the Timesheet page.
Step 8: To find the timesheet that requires an adjustment, click the **Previous Period** or **Next Period** links to select another timesheet.

**Note:** Exempt temporary employees do not report hours worked, nor do they accrue paid leave hours. The only hours reported on the timesheet are those for which Leave of Absence was taken. Scheduled hours will show the hours the employee is scheduled to work.

Step 9: The employee failed to enter their LOAP - Leave of Absence Personal on Wednesday 5/12/2021, but that was part of their time away from work. As the TL/ABS approver, you must adjust the LOAP hours accordingly.
Step 10: Click in the Time Entry field and enter 6 hours of LOA for Wednesday 5/12/2021.

Step 11: Click the Submit button to submit the adjusted timesheet.
Step 12: This page confirms the successful submission of the adjustment, click the OK button to return to the Timesheet page.

Note: Steps 1-12 were for adjusting the timesheet on behalf of the employee. As the TL/ABS approver you must also approve the adjusted timesheet.
Step 14: The adjustment is now ready for approval.

To learn how to approve timesheets, please view the job aid titled Approve a Timesheet.

You successfully learned how to enter/adjust leave of absence on a timesheet on behalf of an exempt temporary employee.